Self-Enrollment FAQ's

Q. What is self–enrollment of courses online?

A. Self-enrollment now allows employees the opportunity to register themselves for personal development courses online through the training platform Moodle.

Q. What is Moodle?

A. Moodle is the City of San Antonio's online learning platform. It is a web interface platform that offers customized training on city initiatives such as compliance, personal development, and other online learning. Moodle offers e-learning that can be taken at an employee's desktop or remotely.

Q. What type of courses can I self-enroll for?

A. Employees will be able to register for courses offered by Alamo Colleges such as (e.g. Time Management, Problem Solving, Radical Leadership). See Training Course Catalog for a list of courses.

Q. What is the first step to self-enroll in a course?

A. After you have selected a course you are interested in attending, **you must obtain supervisor/manager approval first** in order to register for the course.

Q. Where do I go to begin the self-enrollment process?

A. Go to the cosaweb/ Human Resources Tab > Online Training

You can also go directly to Moodle here: https://learning.sanantonio.gov

Q. What is my login information for Moodle?

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A. The login credentials are your SAP# and a password of your choosing. If you don't remember your password, you can click on the *Forgotten your username or password* link on the login page. The system will send you a link to reset your password. See below:
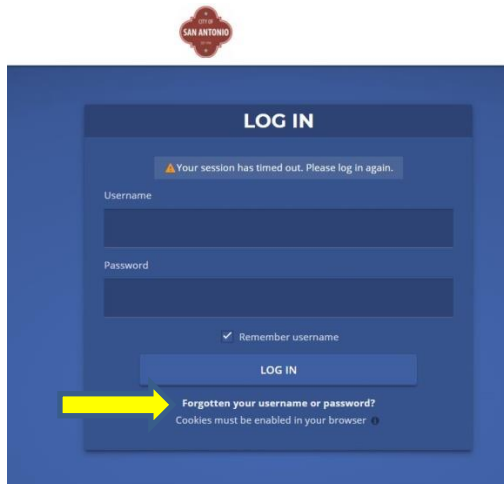
Q. Can I un-enroll myself from a course?

A. Yes, you are able to un-enroll yourself from a course due to scheduling conflicts. It is suggested you un-enroll yourself out of a course immediately to allow other employees to register. See example below.

Q. What is the step-by-step process to self-enroll in a course online?

A. Click here to review the online tutorial on this process.

Q. Where can I get assistance if I have questions on self-enrolling in a course?

A. Your Employee Relations Business Partner or Human Resources Specialist can assist you. For course questions, please email COSALearningCenter@sanantonio.gov . For Moodle questions, please email moodle.administrator@sanantonio.gov

Q. Is there a maximum of allowed participants in a class offered by Alamo Colleges?

A. The maximum allowed participants in a regular class is 24 and 18 for a computer-type course.

Q. Are classes offered more than once?

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A. Yes, classes are offered more than once to allow opportunities for employees to register in courses. The course catalog has dates listed for your review.

Q. How can training classes help me in my career development as a City of San Antonio employee?

A. The courses offered by Alamo Colleges are taught by certified professors. Most of them have a PhD as well. After completion of a course, employees will receive a certificate with continuing education credits (CEUs). Employees can use these courses to help them further their knowledge skills, obtain certifications, and as part of their development plan in their Employee Performance Evaluation (EPE).